

EXPENDITURE REPORT - PROGRAM SUPPORT and DIRECT HAZARD CONTROL COSTS
INSTRUCTIONS FOR CSD 950B – Page 1 (Rev. 4/07)

HEADING

Enter the name of your agency, the contract number, month of the report period, and name of the person preparing the report.

PROJECT INFORMATION

- Column 1. Enter the address for each unit where services have been provided. If there is more than one unit in a project, dittos may be used for the project address, and the apartment/unit number/letter of each completed unit should be entered.
- Column 2. Enter the project number your agency assigned the unit. The project number should start with the three-digit initials for your agency. (The initials for each agency are: CRP, ESO, MAR, RED and SBC.) Follow these initials by a hyphen, a three-digit number, a hyphen, and the number 13. The number 13 represents the funding round for which the project will be paid. For example, if the agency is CRP, the first unit enrolled should be assigned the number CRP-001-13, the second unit enrolled should be assigned the number CRP-002-13, and so on. If a unit drops out of the program before completion, the unit still keeps its sequential number, and the next unit takes on the next consecutive number.
- Columns 3-5. Enter the actual cost of completing Outreach, Intake, and Education for potential clients. Verify that these costs are only charged once per unit even when there are multiple funding sources. Outreach, Intake, and Client Education conducted at a community event or costs associated with development of materials, mass mailing, etc., not specific to a project, should be reported on Lead Hazard Control Program Expenditure Report Summary CSD 950.
- Column 6. Enter the actual cost of completing the Unit Assessment. The unit assessment involves conducting preliminary assessment of the unit to determine unit/building feasibility, deteriorated painted surfaces, the presences of lead, conducting the Minor Rehabilitation Environmental Review (except SHPO portion), and similar activities.
- Column 7. Enter the actual cost of completing the historical review (also know as SHPO). Contractor has the option of performing the historical review in-house or contracting with a consultant.
- Column 8. Enter the actual cost of completing the Inspection. Inspection includes a lead-based paint inspection or a combination lead-based paint inspection/risk assessment. The cost includes travel to and from the unit, labor, materials, and laboratory costs.
- Column 9. Enter the actual cost of the HDP project design. The cost includes labor involved in the development and production of the HDP project specifications and cost estimate.
- Column 10. Enter the total amount requested for reimbursement for each unit. This amount is the cost of providing services to the units listed in Columns 3-9.
- Lines 1-14. Enter the information described above for each unit/group of units in Columns 1-9. A unit may be included on multiple monthly reports if different tasks were completed during different months. For example, one month the intake may be completed on a unit and the unit assessment may be completed the following month. If tasks for a unit are completed over multiple months the agency should verify that only the tasks completed during the current reporting period are included on the current report period.
- Line 15. Enter the total for Columns 3-11.